



AMACHI PITTSBURGH JOB ANNOUNCEMENT

Amachi Pittsburgh is dedicated to helping young people overcome the challenges of parental incarceration and reach their potential. We take our name—and inspiration—from the Nigerian Ibo word, amachi (ah-mah'-chee), which means, "Who knows what God has brought us through this child?" and affirms the potential that exists in every child. Amachi Pittsburgh provides quality one-on-one mentoring, family strengthening, and leadership development.

Job Title:

Associate Director

Date:

April 17, 2016

Position Summary:

With a long-term, proven track record of success, Amachi Pittsburgh has been faced with an increasing demand for its services along with significant growth, and seeks an experienced, mission-focused leader to manage day-to-day operations while advancing and overseeing the expansion of the organization's impact. The **Associate Director (AD)** must be forward thinking, strategic and outcomes-based in his/her approach with a focus on developing and implementing systems that are both efficient and effective. The AD leads and engages staff through daily operations and maintains a culture that reflects the organization's values and policies. The AD manages resources effectively to support the mission and ensures that the necessary financial and material resources are secured, supports the Executive Director in building community-wide consensus through partnerships and other cooperative activities and ventures, and brings all pertinent issues to the attention of the Executive Director. Required to flex schedule to meet organizational and programmatic needs.

Competencies and Minimum Requirements:

- 👤 Collaborative style and cooperative approach to problem-solving.
- 👤 High degree of initiative and imaginative approach to work.
- 👤 Interpersonal savvy, cultural competence and the ability to work with people of *diverse* backgrounds and interests.
- 👤 Successful track record in fundraising and proposal writing.
- 👤 Ability to develop and recommend activities and strategies as well as to implement plans and programs devised by others.
- 👤 Ability to organize resources and tasks to achieve specific outcomes.
- 👤 Experience in process management, developing systems, policies, procedures and practices in a non-profit setting.
- 👤 Highly organized with efficient utilization of electronic information management tools.
- 👤 Nimble in response to change.

Employment Status:

Full-time

Reports To:

Executive Director

Compensation:

Commensurate with experience & benefits package

Date of Hire:

TBD

Essential Duties and Responsibilities:

- 👤 Manages the organization's day-to-day operations, including staff and program supervision.
- 👤 Supports the Executive Director in establishing, cultivating and maintaining effective working relationships with civic organizations, governmental bodies, educational institutions and community-based organizations in the region in order to build support for the organization's activities.
- 👤 In collaboration with the Executive Director develops and employs effective staff development and retention strategies.
- 👤 Builds consensus through partnerships with key stakeholders and other cooperative activities and ventures while maintaining the priorities of the organization.
- 👤 Provides appropriate and timely information to the Executive Director about best practices and emerging trends.
- 👤 Collaborates with the Executive Director to develop, refine and implement the organization's strategic plan, policies, programs and special projects.
- 👤 Provides support to the Board of Directors, Executive Committee and other standing ad-hoc committees.
- 👤 *Other duties as assigned.*

Qualifications/Requirements:

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily, pass a background check with Act 33/34 and FBI clearances, and have a vehicle for business use along with a valid PA driver's license, clean driving record, auto insurance and registration. The incumbent must be able to conduct evening and weekend meetings and activities as necessary, and be available to Amachi Pittsburgh staff and key partners via cell phone and email. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:	Bachelor's degree required in social work, public administration/policy, business or related field. Master's degree preferred. Five to seven years of experience in a non-profit environment, preferably with children and families. Three to five years of experience managing operations/budgets, supervising staff, fundraising, and developing and implementing programs and projects.	Related Skills and Knowledge:	Strong organizational, oral and written communication, and computer skills; clear competencies in intercultural communication and collaborations; ability to prioritize, focus, take initiative, and work both independently and with teams.
Physical Demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to manipulate, handle, or feel and reach with hands and arms, and is occasionally required to stand, walk, and climb stairs or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.</p>	Work Environment:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee will be based out of the Amachi Pittsburgh offices but the position requires routine fieldwork during evenings and weekends with the employee utilizing his/her personal vehicle for local travel. Mileage is reimbursed at standard rates. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

DEADLINE TO APPLY:

May 14, 2017 by 5pm

Please Send Cover Letter and Resume to:

Name:

Careers@AmachiPgh.org

Note:

Include position in subject line.

With a high volume of applicants, only short-listed candidates will be contacted.

Veterans are encouraged to apply.

Please, no phone or email status inquiries.